

The Mentoring Connection

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Navigating The Mentoring Connection



A Guide for the Program Coordinator

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The Mentoring Connection Intro

What is The Mentoring Connection?

The Mentoring Connection (TMC) is an innovative web-based program designed to help manage the logistics of the mentoring program and partnerships. **TMC** offers participants an opportunity to:

- ◆ Apply to the mentoring program on-line.
- ◆ Keep track of upcoming mentoring activities and training events.
- ◆ Suggest potential mentoring matches and much, much more!

How to join The Mentoring Connection?

To apply to the program, employees will need to complete a User Profile and an Application Form. To connect to **TMC**, please follow the instructions below:

Simply go to <http://www.mentoringconnection.com>

The first screen provides a brief introduction to **The Mentoring Connection** and offers you an opportunity to Sign-Up on line. Click on the **"Sign-Up Here"** button located under **"Member Login"** and enter your Group ID:

New member login:
[Sign-Up Here.](#)

Once you have entered a Group ID click **"Submit"** and complete your User Profile. Be sure to remember both your User ID and Password as you will use them to access the system in the future.

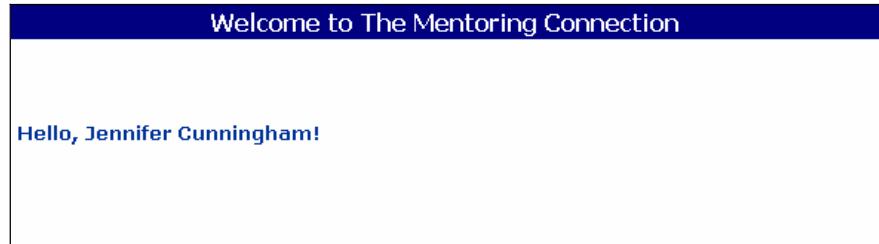
The next screen is the Application Notification. Click **"OK"** and respond to the questions to the best of your ability. Once you have completed the form, click **"I'm Done."**

The following pages have additional instructions and screen shots for navigating **The Mentoring Connection**.

How to Navigate The Mentoring Connection

Home

This page brings you to the Home page.



From the **"Home"** drop down, click **"Home."**

How to Navigate The Mentoring Connection

Contact Us

The Contact Us page lists out all of the Program Coordinator(s), their email addresses and phone numbers.

TTC Test Company Important Contacts			
Company	Email	Phone	
Consultant	Kathy Wentworth Drahosz	(703) 551-0734	
Name/Email	Role	Division	Phone
Sally Coordinator	Primary Coordinator	Unassigned	202-551-0734
* Click on name in Email Column to send an email.			

From the **"Home"** drop down, click **"Contact Us."**

How to Navigate The Mentoring Connection

Calendar

Program Coordinator(s) use the calendar to convey event information and deadlines to mentoring program participants. Upcoming events than appear on the scrolling display on the home page of all participants.

Calendar						
January 2008				Jan 2008		
add				Program: See All Events		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Dynamic Mentoring Connections	16	17	18	19
20	21	22	23	24	25 -- Today --	26
27	28	29	30	31		

From the **"Home"** drop down, click **"Calendar."**

Click **"Add"** to create an event for your participants' calendar. Enter in the relevant information and click **"Save."**

How to Navigate The Mentoring Connection

Library

The Library is a compilation of various resources that have been selected by the Program Coordinator(s) and the Consultant to better assist the partnerships in their mentoring relationships and activities.

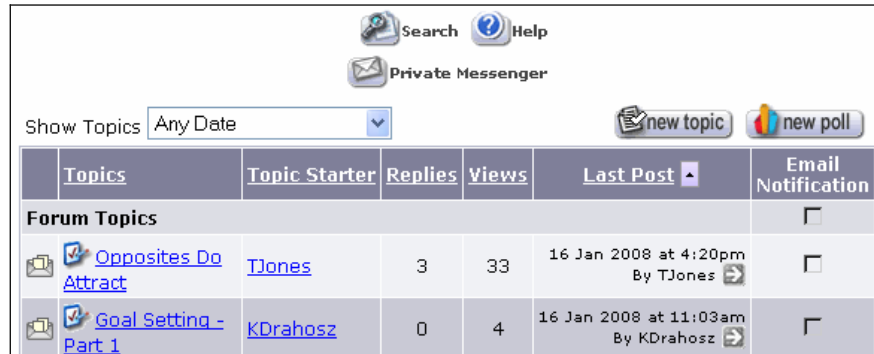
Document Library	
Discussion Articles	
Title	Summary
Valued Employees (30.208kb)	Please read the attached article on Valued Employees. Then respond to the questions that have been posted on the Discussion Forum.
Newsletters	
Title	Summary
The Training Connection Newsletter (428.088kb)	This Newsletter contains information that we hope you will find useful in your mentoring partnerships.



From the **"Home"** drop down, click **"Library."**

How to Navigate The Mentoring Connection

Discussion Forum

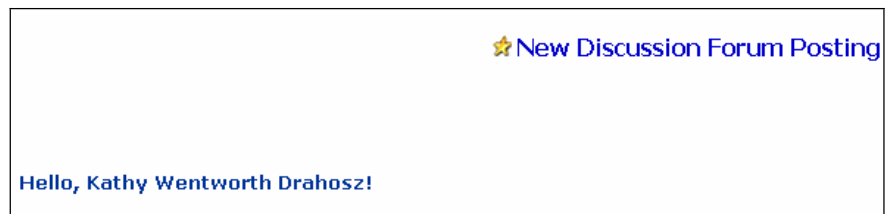
This feature is a threaded discussion open to all participants in the mentoring program. Anyone can start a discussion or contribute to an on-going discussion.



Topics	Topic Starter	Replies	Views	Last Post	Email Notification
Forum Topics					
 Opposites Do Attract	TJones	3	33	16 Jan 2008 at 4:20pm By TJones	<input type="checkbox"/>
 Goal Setting - Part 1	KDrahoz	0	4	16 Jan 2008 at 11:03am By KDrahoz	<input type="checkbox"/>

From the **"Home"** drop-down, click **"Discussion Forum."**

Notice – The default notification setting is set so that an email will automatically be sent when something new is posted. If you do not want to be notified, uncheck the top check-box under "Email Notifications" (as seen above). You can click the box next to a specific topic to be notified when something new is posted to that topic only.



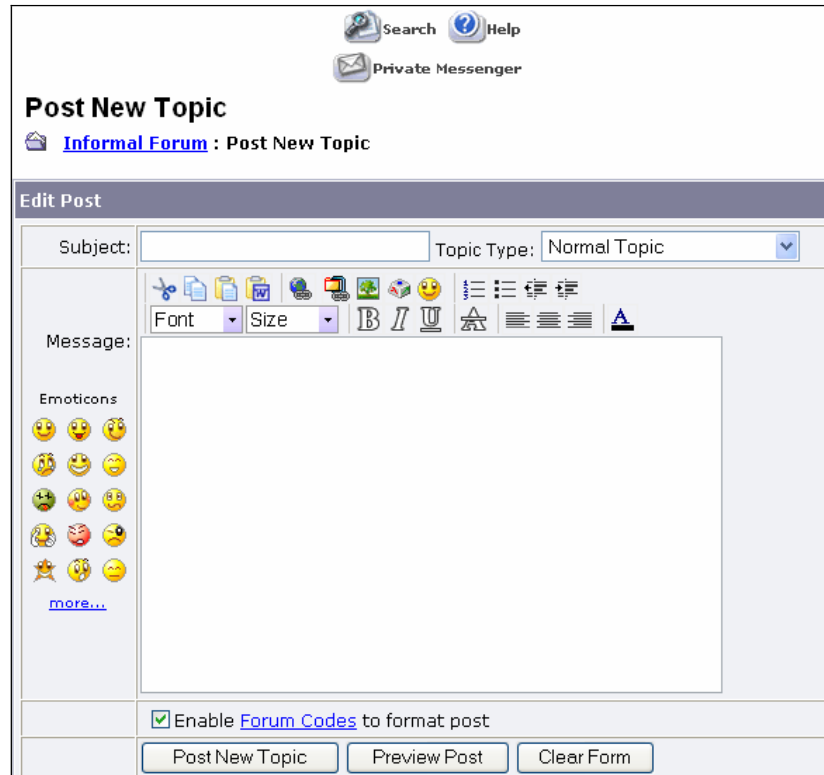
When a new post has been added to the discussion forum, a notice will appear on your homepage when you first log on to TMC. Click **"New Discussion Forum Posting"** in the upper right hand corner of your screen and it will send you directly to the discussion forum and the new posting.

How to Navigate The Mentoring Connection

Discussion Forum – Posting a New Thread

By posting a new thread onto the Discussion Forum, you can share your thoughts and experiences with your fellow program participants.

The Program Coordinator(s) may find this a useful tool to keep their participants engaged and thinking about their mentoring partnership. You can ask thought-provoking questions and create polls to get feedback from your participants.

The screenshot shows a web interface for posting a new topic. At the top, there are links for 'Search', 'Help', and 'Private Messenger'. Below these is the title 'Post New Topic' and a breadcrumb trail 'Informal Forum : Post New Topic'. A section titled 'Edit Post' contains a 'Subject:' text box and a 'Topic Type:' dropdown menu set to 'Normal Topic'. Below the subject box is a rich text editor toolbar with icons for font color, background color, bold, italic, underline, link, unlink, list, and indent. The main area is a large text box for the 'Message:'. To the left of the message box is an 'Emoticons' section with a grid of 15 smiley face icons and a 'more...' link. At the bottom, there is a checkbox labeled 'Enable Forum Codes to format post' which is checked. Below the checkbox are three buttons: 'Post New Topic', 'Preview Post', and 'Clear Form'.

Click on **"New Topic"** on the main Discussion Forum page and you will be brought to this page. After you enter in a **Subject** and a **Message**, you can either **"Post New Topic"** or **"Preview Post"** which will allow you to preview your thread before you post it.

For **Topic Type**, you can choose which forum to post on. A **Sticky Topic** will remain the first post on the Discussion Forum regardless if there are any posts after it.

You may also go back to any threads you have posted and edit or delete them as necessary.

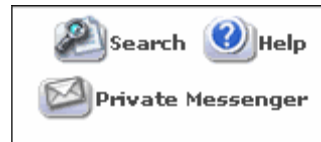
Program Coordinator(s) have the ability to go into any post/reply and **Edit**, **Delete**, or **Hide** topics. This is useful if there is an inappropriate topic or reply on the discussion forum that needs to be removed.

How to Navigate The Mentoring Connection

Discussion Forum – Private Messenger

The private messenger feature allows the participants to stay in contact with their mentoring partner. Commonly referred to as an electronic message board, the private messenger function allows the partnership to send personal messages to each other and keep track of ongoing discussions.

This is also a great way to privately respond to something another participant has posted on the Discussion Forum.



From the main Discussion Forum page, click on **Private Messenger** at the top of the page.

A screenshot of the 'Private Messenger' web interface. At the top, it says 'Private Messenger' and 'Informal Forum : Post New Topic'. Below this are buttons for 'Private Messenger: Send Private Message', 'inbox', 'outbox', 'buddy list', and 'new msg'. The main section is titled 'Send Private Message' and contains a 'To:' dropdown menu with 'Mentee, Situational' selected, a 'Subject:' text box, and a large 'Message:' text area. To the left of the message area is an 'Emoticons' section with various smiley face icons and a 'more...' link. Below the message area is a checkbox for 'Enable Forum Codes to format post'. At the bottom are three buttons: 'Send Private Message', 'Preview Post', and 'Clear Form'.

From this page, you can create a **new msg**, check your **inbox** and **outbox**, and create a **buddy list**. When you receive a new message, you will receive a notification on your home page. Note: this message will only go to the selected participant.

How to Navigate The Mentoring Connection

Discussion Forum – Creating a Poll

The polling feature offers the Program Coordinator(s) an avenue to poll participants on anything from the status of their Mentoring Agreement to topics on future mentoring forums.



From the main Discussion Forum page, click on **“New Poll”** at the top-right of the page.

Create New Poll

[Mentoring Discussion Forums](#) : [Forums](#) : [Mentoring Connection Forum](#) : Create New Poll

Edit Post

Subject: Topic Type:

Poll Question:

Poll Choice 1:

Poll Choice 2:

Poll Choice 3:

Poll Choice 4:

Poll Choice 5:

☐ Allow Multiple Votes in this Poll

☐ Make Poll only (no replies allowed)

Message:

Input the **“Subject”** (or question) as well as the response options. You can choose to allow multiple votes on the poll or make it a poll only, meaning the participants cannot post replies like they can on the Discussion Forum topics.

In the **Message** section, write one or two sentences about the poll and the requested action. This is the portion of the poll that gets sent to the participants via email. They must login to TMC to respond to the poll.

How to Navigate The Mentoring Connection

Phone Book

The phone book feature provides quick and easy access to the telephone numbers and e-mail addresses of all participants in your program. This feature is accessible to all users and Program Coordinator(s).

The phone book also identifies Situational Mentors. Situational mentors are the right help at the right time and are usually available to help solve a quick problem, uncover a hidden talent or learn a new skill.

Phone Book

To view a subset of users, select a Location and/or Division and click the "Refresh" button.

Location: All Locations Division: All Divisions

Program: All Programs

[Go to Group Messaging](#)

TTC Test Company

Phone Book for: All Locations and All Divisions, All Programs

Name	User Type	Email	Phone
Anthony, John	Mentor (S)	test@des-inc.net	703-499-4277
Ball, Lucy	Mentoree	jcunninghamTTC@comcast.net	703-551-0734
Bear, S	Mentoree	metester@des-inc.net	555-1212
Born, Dan	Mentoree	test@des-inc.net	703-499-8800
Carter, Mike	Mentoree	test@des-inc.net	202-373-2233
Colbert, Jane	Mentor	test@des-inc.net	202-827-2717
Cook, Sally	Mentoree	test@des-inc.net	202-462-8989
Coordinator, Sally	Project Coordinator	test@des-inc.net	202-551-0734

From the **"Home"** drop down, click **"Phone Book."**

To view a subset of users, select a Location and/or Division and click the **"Refresh"** button.

To locate a situational mentor, look for mentors who have an **(S)** in parenthesis next to his/her name.

Please note: The availability of the group messaging feature depends on the program.

How to Navigate The Mentoring Connection

Best Practices

The Best Practices provides a suggested timeline and activities to help get you and your mentoring partner off on the right foot and keep the momentum going.

Building Successful Mentoring Relationships	
Table of Contents	
Your First Mentoring Meeting	
First 30 Days	
90 Day Check Up	
6 Months	
12 Months	
Your First Mentoring Meeting – Establishing a Partnership	Top of Page
The first mentoring meeting is critical. It is important at the very beginning of the mentoring process to get to know each other and clarify your overall mentoring goals. The end result of this conversation will be a mentoring agreement.	
Step 1 - Get Acquainted	
<ul style="list-style-type: none">• Find the commonalities. Number of years in the industry, have you both worked for the same organization, similar career paths, common skills, etc.• Look for uniqueness. Share what specialized knowledge you bring to the partnership, do you speak a foreign language, bring past military experience, etc.• Explore hobbies. Do you have a hobby? What do you do when you are not working?• How similar/different are your DISC behavioral styles? What are the benefits of being matched with someone who is a different behavioral style? A similar style?	
Step 2 - Discuss Your Overall Mentoring Goals	

From the “**Home**” drop down, click “**Best Practices.**”

How to Navigate The Mentoring Connection

User Mgmt

The User Management feature gives the Program Coordinator(s) an opportunity to edit participant profiles, track user activity and find lost User IDs and Passwords.

The Program Coordinator(s) can also Add, Activate or De-activate a participant through the User Management page.

Name	Last Login ¹	#	User ID	Type	Action
Anthony, John (0734)	4/1/2001	5	JAnthony	Mentor (S)	edit delete
Ball, Lucy (lucy)	7/6/2007	54	lucy	Mentoree	edit delete
Bear, S (fire)	5/18/2007	62	sbear	Mentoree	edit delete
Born, Dan (0734)	5/1/2007	22	DBorn	Mentoree	edit delete
Carter, Mike (0734)	2/5/2004	15	MCarter	Mentoree	edit delete
Colbert, Jane (0734)	4/12/2002	12	JColbert	Mentor	edit delete

From the **"User Mgmt"** drop down, click **"User Mgmt."**

To **"View"** a subset of users select a location, program or division (this may vary depending on the organization). You can also **"View"** active and inactive participants by clicking the appropriate radio button.

To **"View"** all active participants in the program on one continuous page select **"All."** To narrow your search click on the letter in the alphabet at the top of the page that corresponds with the participant's last name.

To **"Edit"** a profile click the **"Edit"** button under Action.

To **"Delete"** a user click the **"Delete"** button under Action. (Deleting a participant is not recommended. It is better to make them inactive so you can retrieve the information later if needed.)

To **"Activate"** or **"Deactivate"** a user click the **"Edit"** button under Action. Find "status" and change the drop down. (Remember to save when you are finished.)

Passwords can be found in parentheses next to the user's name.

How to Navigate The Mentoring Connection

Form Mgmt

The Form Management feature allows the Program Coordinator(s) to view different forms, such as the application form, mid-point evaluation form, etc.

Forms Management			
Informal Mentoring Program Forms			
Form:	Application Form		
Description:			
Action:	Edit Questions	Edit Form Title	Manage Sections
Form:	Mid-Point Evaluation		
Description:			
Action:	Edit Questions	Edit Form Title	Manage Sections
Form:	End-Point Evaluation		
Description:			
Action:	Edit Questions	Edit Form Title	Manage Sections
Form:	Mentoring Agreement		
Description:			
Action:	Edit Questions	Edit Form Title	Manage Sections

From the **"User Mgmt"** drop down, click **"Form Mgmt."**

To view the forms click on **"Edit Questions."**

Please note, if you would like to edit a question contact your consultant.

How to Navigate The Mentoring Connection

Program Mgmt

The Program Management page shows the status of the program (what forms are available to the participants)

Mentoring Program Management Default Group			
<div>edit</div>			
Step	Description	Date Activated	Status
Informal Mentoring Program Forms			
1	My Profile	3/9/2001 12:41:43 PM	Open
2	Application Form	3/9/2001 12:41:43 PM	Open
3	Pre Course DISC Assessment		N/A
5	The Success Triangle (a 360° Evaluation)	3/10/2003 8:36:01 AM	Open
6	Mentoring Agreement	12/13/2002 2:26:32 PM	Open
7	Mentoring Action Plan	12/13/2002 2:26:32 PM	Open
8	Mid-Point Evaluation		N/A
9	Close Out Evaluation	3/10/2003 8:36:01 AM	Open

From the **"User Mgmt"** drop down, click **"Program Mgmt."** Rest your cursor on top of each link to find out more about each available form.

Click the **"Edit"** button to change the availability of the forms to the participants. Click **"Save"** to go back to Program Management.

Mentoring Program Management Default Group			
Step	Description	Date Activated	Active
Informal Mentoring Program Forms			
1	My Profile	3/9/2001 12:41:43 PM	<input type="radio"/> N/A <input checked="" type="radio"/> Open <input type="radio"/> Closed
2	Application Form	3/9/2001 12:41:43 PM	<input type="radio"/> N/A <input checked="" type="radio"/> Open <input type="radio"/> Closed
3	Pre Course DISC Assessment		<input checked="" type="radio"/> N/A <input type="radio"/> Open <input type="radio"/> Closed
5	The Success Triangle (a 360° Evaluation)	3/10/2003 8:36:01 AM	<input type="radio"/> N/A <input checked="" type="radio"/> Open <input type="radio"/> Closed
6	Mentoring Agreement	12/13/2002 2:26:32 PM	<input type="radio"/> N/A <input checked="" type="radio"/> Open <input type="radio"/> Closed
7	Mentoring Action Plan	12/13/2002 2:26:32 PM	<input type="radio"/> N/A <input checked="" type="radio"/> Open <input type="radio"/> Closed
8	Mid-Point Evaluation		<input checked="" type="radio"/> N/A <input type="radio"/> Open <input type="radio"/> Closed
9	Close Out Evaluation	3/10/2003 8:36:01 AM	<input type="radio"/> N/A <input checked="" type="radio"/> Open <input type="radio"/> Closed
<div>Save Cancel Reset</div>			

How to Navigate The Mentoring Connection

Eval Mgmt

The Evaluation Management page shows if an evaluation is open to be sent to supervisors

Mid/End Point Evaluation Management					
TTCALDP Test Company ▼					
<input checked="" type="radio"/> Mid-point <input type="radio"/> End-Point					
<input type="checkbox"/> Check All					
Mentoree	Supervisor	Supervisor Email	Date Sent	Status	Action
Milligan, Trisha	Cunningham, Jennifer	jcunninghamTTC@comcast.net	4/10/2003 7:05:06 AM	Complete	
Holly, Denise	d, d	test@des-inc.net		Not Started	<input type="checkbox"/> Email
Cook, Sally	Dan, Tom	ttc@msn.com		Not Started	<input type="checkbox"/> Email
Born, Dan	Doe, Jane	jdoe@des-inc.net	7/26/2001 1:05:57 PM	Not Started	<input type="checkbox"/> Email
Bear, S	Doe, Jane	jdoe@des-inc.net	7/26/2001 1:05:57 PM	Not Started	<input type="checkbox"/> Email
Edwards, Mark	in, fill	fill@dol.gov		Not Started	<input type="checkbox"/> Email

From the **"User Mgmt"** drop down, click **"Eval Mgmt."**
(You will want to choose either the Mid-point or End-Point evaluation by clicking on the corresponding radio key.)

This page tells you whether or not supervisors have been emailed regarding the evaluation for their employees. There is an option to **"Check All"** which will allow the user to send an email to all supervisors that have yet to complete the evaluation.

The status column lets you know whether or not the evaluation has been started or completed.

How to Navigate The Mentoring Connection

My Profile

The My Profile page allows Program Coordinator(s) to view/edit their profile.

Jennifer Cunningham's PROFILE		edit
Please print this page for your records. You will need your username and password if you wish to view your registration information at a later time.		
Group ID:	test	
User ID:	informalpc	
Password:	informalpc	
Location:	Not Assigned	
Division:	Not Assigned	
Career Path:	Not Assigned	
Job Title:	Project Coordinator	
Series/Grade:	n/a	
Phone No.:	703-551-0734	
Email Address:	jcunninghamTTC@comcast.net	
WORK PLACE MAILING ADDRESS		
Address:	12 W. Main St 04200-63006-15137-56000-00001-81 Phoenix, Arizona 85020 United States	
return		

From the **"My Profile"** drop down, click **"My Profile."**

To **"Edit"** Your User Profile, click the **"Edit"** button in the upper right hand corner. (Remember to save the information once you have made changes.)

How to Navigate The Mentoring Connection

Messaging – Generating the List

The Messaging feature is accessible by the Program Coordinator(s). It enables you to send group e-mails to all participants in your program, mentors only, mentorees only, participants within a specific location, etc. This is a powerful tool to maintain clear and timely communication with your mentoring program participants.

Group Messaging

User Type¹

- All Participants
- Mentoree
- Mentor (formal)
- Mentor (situational)

Status

☒ Active Users

☐ In-Active Users

Locations

- All Locations
- Washington, DC
- Virginia
- Un-assigned Locations

Divisions

- All Divisions
- Finance
- Human Resources
- Un-assigned Divisions

[Generate List](#)

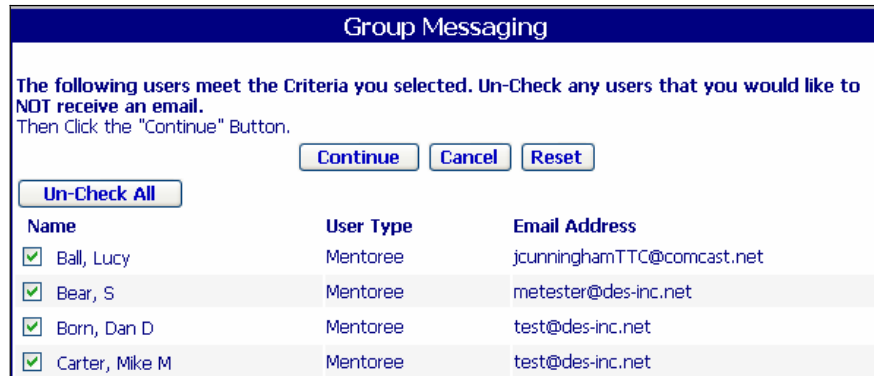
¹ To select multiple User Type(s) or Location(s) use the "Ctrl" key.
² Note: Emails to Supervisors must be done separately from other User Types.

From the **"My Profile"** drop down, click **"Messaging."**
After you have defined your desired search, click **"Generate List"** and all participants that fit your criteria will appear on the next page.

How to Navigate The Mentoring Connection

Messaging – Sending the Message

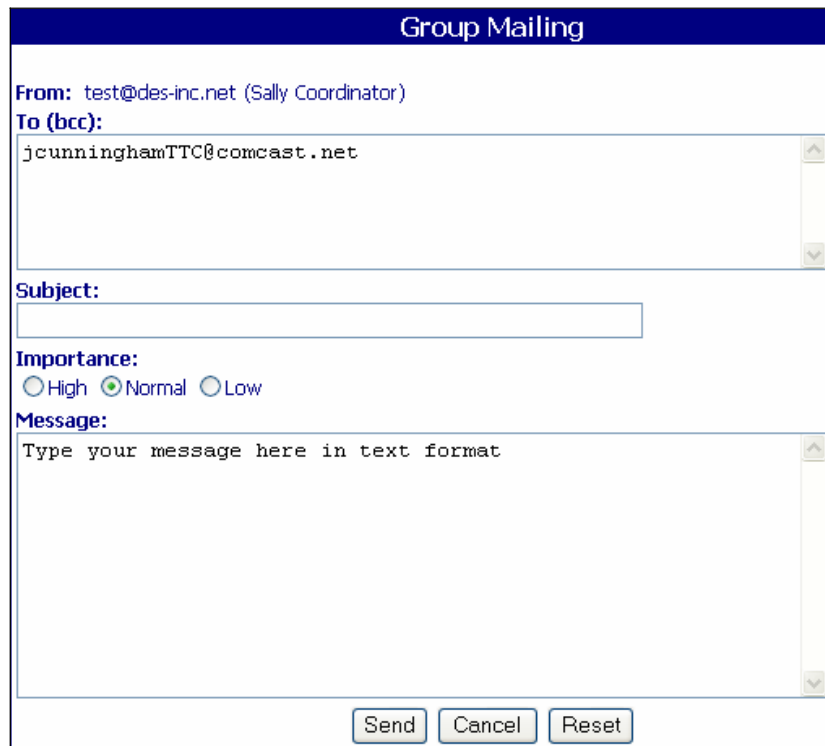
The Group Messaging feature allows the Program Coordinator(s) to select the recipients and customize the message.



The following users meet the Criteria you selected. Un-Check any users that you would like to NOT receive an email. Then Click the "Continue" Button.

Name	User Type	Email Address
<input checked="" type="checkbox"/> Ball, Lucy	Mentoree	jcunninghamTTC@comcast.net
<input checked="" type="checkbox"/> Bear, S	Mentoree	metester@des-inc.net
<input checked="" type="checkbox"/> Born, Dan D	Mentoree	test@des-inc.net
<input checked="" type="checkbox"/> Carter, Mike M	Mentoree	test@des-inc.net

After double-checking those you wish to send an email to, select **"Continue"** and you will be brought to the page where you may write your desired message. Click **"Send"** when you are ready to send your message.



Group Mailing

From: test@des-inc.net (Sally Coordinator)

To (bcc):
jcunninghamTTC@comcast.net

Subject:

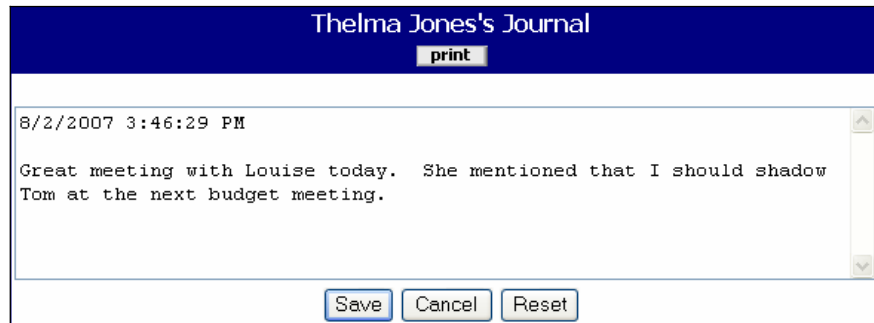
Importance:
☐ High ☒ Normal ☐ Low

Message:
Type your message here in text format

How to Navigate The Mentoring Connection

Journal

The Journal feature is a log for notes specific to the mentoring program. Mentors and mentorees can record personal thoughts, observations, questions, agendas for meetings, insights gained from mentoring meetings or developmental activities, etc.



Thelma Jones's Journal

print

8/2/2007 3:46:29 PM

Great meeting with Louise today. She mentioned that I should shadow Tom at the next budget meeting.

Save Cancel Reset

From the **"My Profile"** drop down, click **"Journal."**

Be sure to click save when you are finished.

To print, simply click **"Print"** at the top of the page.

How to Navigate The Mentoring Connection

Training – Setting up an Event

The training feature allows you to schedule upcoming trainings for the mentoring program.

Training Management - TTC Test Company				
Add a Training Event				
Title		Action		
Coaching with Kathy (All Programs)		Edit	Sessions Roster	Delete
MAP and Agreement Workshop (All Programs)		Edit	Sessions Roster	Delete

Rest your cursor over **My Profile**, and select **Training**. Here you will be able to view the available trainings for your program. To add a training session, click on **Add a Training Event**.

Training Event Edit - TTC Test Company	
Title:	<input type="text"/>
Description:	<input type="text"/>
Location:	<input type="text"/>
Phone No.:	<input type="text"/>
Attendance Type:	<input checked="" type="radio"/> Single <input type="radio"/> Joint
Capacity:	<input type="text"/>
Status:	<input checked="" type="radio"/> Active <input type="radio"/> In-Active
User Types:	<input type="checkbox"/> Mentoree <input type="checkbox"/> Mentor <input type="checkbox"/> Project Coordinator
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>	

Enter the relevant information for the training. **Single vs. Joint** refers to whether you would like the mentoring partners to attend together. The **Status** button allows you to make the session active or inactive. Finally, select the **User Types** you would like to attend the session.

After you click **Save**, you will return to the main training page. From here, you can **Edit**, create **Sessions**, or review the **Roster**. Note, you cannot **Delete** a training if someone is enrolled.

Please note: The availability of this feature depends on the program.

How to Navigate The Mentoring Connection

Training – Setting up a Session

The training feature also allows you to set up individual sessions. This is useful when scheduling one on one meetings with the participants, or multiple program dates for the same training.

Training Management - TTC Test Company				
Add a Training Event				
Title		Action		
Coaching with Kathy (All Programs)		Edit	Sessions Roster	Delete
MAP and Agreement Workshop (All Programs)		Edit	Sessions Roster	Delete

From the training page, click on **Sessions**.

Events | Rosters

Training Sessions - TTC Test Company

MAP and Agreement Workshop (All Programs)

Date	Time	Instructor
5/2/2008	7:30 am to 8:00 am	- Select an Instructor -

Notes:

Existing Sessions:

Date	Time	Instructor	Roster
3/10/2008	7:30 am to 2:00 pm	Jennifer Cunningham	0 of 20 Edit Delete
3/28/2008	7:30 am to 8:00 am	Jennifer Cunningham	3 of 20 Edit
3/31/2008	7:30 am to 10:00 am	Jennifer Cunningham	0 of 20 Edit Delete
4/1/2008	7:30 am to 8:00 am	Jennifer Cunningham	0 of 20 Edit Delete

Enter the relevant information for the individual session; including the date, time and instructor if appropriate. Add any notes if necessary, and click **Add** when complete. The session will appear in order down below.

From the main training page, click on **Roster** next to the corresponding session to see the response status of the participants. **Edit** the roster, to update participant attendance. Click **Submit** to update attendance list.

Note:
Click on **Email** next to the corresponding session to send out a notification for the training event or session.

You can also send an email to those that have not registered to attend a session.

Select the Participants to enroll:

Check All

☐ Ball, Lucy

☐ Bear, S

☒ Born, Dan

☐ Carter, Mike

☐ Cook, Sally

☐ Haynes, Betty

Submit

Reset

Cancel

Names in green are already enrolled in another session.

Names in red have indicated they will not attend this training.

Please note: The availability of this feature depends on the program.

How to Navigate The Mentoring Connection

Training

The training feature allows you to enroll, or un-enroll, for upcoming trainings for the mentoring program.

Upcoming Training Events
Coaching with Kathy (All Programs) Click Here to View schedule / Enroll
MAP and Agreement Workshop (All Programs) Click Here to View schedule / Enroll

Rest your cursor over **Mentoring Tools**, and select **Training**. Here you will be able to view the available trainings for your program. Click directly on the title to view more information.

Training Sessions
Back to My Training
Title: MAP and Agreement Workshop
Program: All Programs
Description: Learn how to create a Mentoring Action Plan and Mentoring Agreement.
Location: Webinar
Capacity: 20
User Types: Mentoree, Mentor, Project Coordinator
Decline to Attend
Friday, March 28, 2008
7:30 am to 8:00 am Instructor: Jennifer Cunningham
This session has 18 opening(s) Enroll

From this page, you can either **Enroll** or **Decline to Attend** the training. After you have enrolled for a session, you can go back to this same page and click **Un-Enroll** if you will no longer be attending the session. You can also add the event to your outlook calendar.

Friday, March 28, 2008
7:30 am to 8:00 am Instructor: Jennifer Cunningham
You are enrolled in this session Un-Enroll Add to your Outlook calendar

Please note: The availability of this feature depends on the program.

How to Navigate The Mentoring Connection

Matching

The Matching Page allows Program Coordinator(s) to directly match a partnership

Mentor/Mentoree Matching	
Mentorees	Mentor List
<div>▼</div> <div>Ball, Lucille [Montclair] Cat, Tom [Memphis] Cunningham, Jennifer [Montclair] Doe, John [Washington] Hibbard, Ann [Montclair] Sherman, Sherry [Montclair] Smith, Tina [Montclair] Tidwell, Rod [Montclair]</div>	<div>▼</div>
<div>Match Them</div>	

From the **"Matching"** drop down, click **"Matching."**

Select the **Mentoree** and the **Mentor** you wish to match together. Click **"Match Them."**

The page will then automatically reload, clear the drop-downs, and you can match the next pair.

How to Navigate The Mentoring Connection

Matches

The Matches page gives the Program Coordinator(s) a clean list of all of the matches made in the system.

Current Matches	
To view a subset of users, select a Location and/or Program.	
All Locations <input type="button" value="v"/>	Default Group <input type="button" value="v"/>
To email matched or un-matched participants, click here	
Virginia	
Mentoree	Mentors
Rod Tidwell [Montclair]	None
Washington, DC	
Mentoree	Mentors
Lucille Ball [Montclair]	<div>Open Matches</div> <div>Ethel Mertz [Montclair] 3/21/2003 <input type="button" value="close"/> <input type="button" value="delete"/></div> <div>Jerry Maguire [Montclair] 4/8/2003 <input type="button" value="close"/> <input type="button" value="delete"/></div> <div>Closed Matches</div> <div>Anne Cregger [Falls Church] 9/12/2004 <input type="button" value="Re-open"/> <input type="button" value="delete"/></div>
Tom Cat [Memphis]	None
Jennifer Cunningham [Montclair]	<div>Open Matches</div> <div>Ethel Mertz [Montclair] 8/2/2007 <input type="button" value="close"/> <input type="button" value="delete"/></div>

From the **"Matching"** drop down, click **"Matches."**

To view a subset of the users, select a **Location** and/or **Program**.

Click **Close** to end a match. The match then moves below the list of **"Closed Matches."** Click **Re-Open** to re-open the match and it will move positions again. If you **Delete** a match it disappears from the list and you must go back to **"Matching"** to re-match the participants. Closing instead of deleting a match is recommended for easy re-opening of the match and for your records.

This page also lists the mentorees that do not have mentors.

How to Navigate The Mentoring Connection

Reports

The Reports feature allows the Program Coordinator(s) to **"View"** the results of the Mid-Point and End of Program Evaluation. TMC tabulates the results of the evaluation in a confidential aggregate format. Typically, a TTC Consultant meets with the Program Coordinator(s) and provides a final report based on the results of the evaluation.

The Program Coordinator(s) can also **"View"** Application Forms and the various Evaluations Forms through the Reports feature.

Furthermore, the Program Coordinator(s) may generate an Excel file from this page that will give them all of the information the participants enter in their Profile.

TMC Reporting	
Form Viewers	
Application	View selected Client Application Form for User type
Mid Point Evaluation	View selected Client Mid-Point Evaluation Form for User type
End-Point Evaluation	View selected Client End-Point Evaluation Form for User type
Evaluation Results	
Mid-Point Evaluation	View selected Client Mid-Point Statistical Data and Written Comments
End-Point Evaluation	View selected Client End of Program Statistical Data and Written Comments
Other Reports	
Participant Applications	Report displays completed applications.
Participant Data Summary	Listing of participants and their demographic information
Matching Report	Select a program from the list to see the matching recommendations.
Mentoring Action Plan Report	Select a program from the list to see the Action plan activities.

From the **"Reports"** drop down, click **"Reports."**

Click the name of the form/report you would like to view. A new window will open, and you may be able to specify the location or group (will vary depending on program set-up and form/report you are trying to open).

Report:	Mid Point Evaluation
Description: View selected Client Mid-Point Evaluation Form for User type	
Select Form User Type:	<input type="text" value="Mentee"/>
<input type="button" value="Submit"/>	

Click on **"Submit"** and the form will load in Crystal Reports.



The **"Export"** button allows you to export the form/report to your computer. In the **"File Format"** drop-down, select Microsoft Word – Editable (RTF). Then click the **"Browse"** button to designate the folder you would like to save the form/report in. Click **"Ok"** to export the file, and **"Yes"** to open it.



By clicking the **"Print"** Button, you can print the form/report directly from Crystal Reports.




How to Navigate The Mentoring Connection

Status

The Program Coordinator(s) Status feature provides the Program Coordinator(s) with a **"Report"** of the user's mentoring progress and participation. For example, TMC will report:

1. How many mentors and mentorees applied to the program?
2. How many people have requested a match or are matched.
3. Who has/has not started their profile, program application, mentoring action plan, mentoring agreement or program evaluations.

It also gives the Program Coordinator(s) an opportunity to email messages to those who have not started (or completed) the required program steps.

Mentoring Program Status				
To view a subset of users, select from the choices below.				
Location:	All Locations			
Division:	All Divisions			
User Type	Count			
Mentoree	8			
Mentor	5			
Supervisor	8			
Client Admin	1			
Request Statistics	View Details			
Open Requests	5			
Accepted Requests	2			
Declined Requests	1			
Withdrawn Requests	3			
Match Statistics				
3 Active Matches	1 Closed Matches			
Description	Status	Mentoree	Mentor	Supervisor
 My Profile	N/A	100.00%	100.00%	0.00%
 Application Form	N/A	87.50%	80.00%	N/A
 Pre Course DISC Assessment	N/A	0.00%	0.00%	N/A

From the **"Reports"** drop down, click **"Status."**

To **"View"** a subset of users select a location and/or division.

To generate a name list and status report click on the **"Description"** (i.e., My Profile). A separate window will appear with the list of participants.

Click **"View Details"** to view the matching request details for the selected participants.

How to Navigate The Mentoring Connection

Status – Sending the Message

This feature allows the Program Coordinator(s) to email messages to those who have not started (or completed) the required program steps.

TTC Test Company Status Details for: Washington and All Divisions and All Programs			
close			
Mentor/Mentoree Matching Form			
Name	Phone	Match	Status
Mentorees			
Ball, Lucy	703-551-0734		Started
Bear, S	555-1212		Started
Mentoree, Formal	703-123-4567		Complete
Milligan, Trisha	703-551-0734		Not Started
Sample, Joe	703-555-5555		Not Started
Mentors			
Anthony, John	703-499-4277		Complete
Dent, Cindy	202-287-1635		Started
Hibbard, Ann	703-245-2466		Started
Kelly, Diane	202-484-5967		Complete
Email those who have not started. Go (does not include supervisors)			
Email those who have not Finished. Go (does not include supervisors)			
Email those who have finished. Go (does not include supervisors)			

(Example for Mentor/Mentoree Matching Form list generation)

When the list is generated, there are options at the bottom of the page to send a group message. Click **"Go"** to email the certain group you have selected.

After you click **"Go"** you get a final list of those who will receive the message. Click **"Continue"** and a message box will appear where you can type the message that will be sent to the selected participants. Click **"Send"** when you are finished.

How to Navigate The Mentoring Connection

Supervisor Match

The Supervisor Match feature allows Program Coordinator(s) to view a list of the mentoree's and their supervisor

Supervisor Match Report	
Supervisor name (<i>username</i>)	Mentorees
(636_635)	None Matched
Kathy Drahosz (611_610)	None Matched
Kathy Drahosz (614_613)	None Matched
(641_640)	Jennifer Cunningham <i>(Active)</i>
(647_646)	John Doe <i>(Active)</i>
Bill Bonnstetter (625_624)	Sherry Sherman <i>(Active)</i>
Anne Cregger (629_628)	Ann Hibbard <i>(Active)</i>
Jennifer Cunningham (632_631)	Tina Smith <i>(Active)</i>
Kathy Drahosz (627_626)	Rod Tidwell <i>(Active)</i>
Kathy Drahosz (620_619)	Tom Cat <i>(Active)</i>
Ricky Ricardo (618_617)	Lucille Ball <i>(Active)</i>

From the **"Reports"** drop down, click **"Supervisor Match."**

How to Navigate The Mentoring Connection

Eval Answers

This new feature allows the Program Coordinator(s) to see participant responses to the Mid-Point, End of Program, and 360 evaluations. This is useful in allowing the Program Coordinator(s) to pin-point individuals who may be having trouble with their relationship but are hesitant to say anything or do not know what to do.

NOTE Keep in mind when reviewing this information we have promised the participants that the results from the evaluation will be kept confidential, so you will want to honor this promise by keeping insights gained from this report private.

Mid/End Point Evaluation Report Mgmt			
Company	Mid-Point	End-Point	360 Evaluation
TTC Test Company	<input type="text"/>	<input type="text"/>	<input type="text"/>

From the **"Reports"** drop down, click **"Eval Answers."**

The **"Text"** option will open a new page (as seen below) where you can narrow your results to a certain program, location, and/or division. Upon clicking **"View Report"** a screen will appear with the written comments that correspond to each question from the evaluation.

Select from the choices below, then click the "View Report" button.

Program:	<input type="text" value="All Programs"/>
Location:	<input type="text" value="All Locations"/>
Division:	<input type="text" value="All Divisions"/>

The **"Magnifying Glass"** option gives you the list of questions on the evaluation. Click **"View"** to the right of the question to see how individual participants responded to that particular question.

Form Viewer	
This form may be different for each user type. Therefore, select the user type you wish to view.	User Type <input type="text" value="Mentoree"/>
Informal Client Form: End-Point Evaluation	<input type="text" value="Mentoree"/> <input type="text" value="Mentor"/> <input type="text" value="Supervisor"/>
<input type="button" value="Go Back"/>	
1) Recognize the leadership skills they need for success.	<input type="button" value="view"/>
2) Understand how the system works and how to work the system.	<input type="button" value="view"/>

How to Navigate The Mentoring Connection

Form Answers

This new feature allows the Program Coordinator(s) to see participant responses to individual questions on the Application Form, Mid-Point Evaluation and End of Program Evaluation. This is another way for the Program Coordinator(s) to pin-point individuals who may be having trouble with their relationship but are hesitant to say anything or do not know what to do.

NOTE Keep in mind when reviewing this information we have promised the participants that the results from the evaluation will be kept confidential, so you will want to honor this promise by keeping insights gained from this report private.

Form	Description
Application Form	View Questions
Mid-Point Evaluation	View Questions
End of Program Evaluation	View Questions

From the **"Reports"** drop down, click **"Form Answers."**

Click on **"View Questions"** next to the form you would like to review. You will then be taken to the Form Viewer page.

Form Viewer

This form may be different for each user type. Therefore, select the user type you wish to view.

User Type

Mentoree

Mentoree

Mentor

Supervisor

TTC Test Company

Form: Mid-Point Evaluation

Go Back

1) How effective is the mentoring program in helping the mentoree take initiative and become self-directed.

view

2) How effective is the mentoring program in helping the mentoree strengthen and enhance critical competencies and skills based on individual needs?

view

Click **"View"** to the right of the question to see how individual participants responded to that particular question.

How to Navigate The Mentoring Connection

Feedback

The Feedback function allows the Program Coordinator(s) to send feedback via email to **TMC**.

Software Feedback/Problem Reporting

In efforts to provide our mentoring participants with the best possible outcomes from the mentoring program, the following form is for our users to request assistance with any challenges they may be experiencing with the program. This tool can be used to report any issues participants may be experiencing with their mentoring partnership, difficulties in navigating The Mentoring Connection (TMC) application as well as any suggestions for enhancing TMC's usefulness. This form should also be used for requesting additional help from the Program Coordinator and for offering general recommendations for enhancing the Mentoring Program.

Report Type: Assistance Request ▼

Description

Assistance Request
Mentoring Support
Suggestion

Send Cancel Reset

Click directly on **"Feedback."**

Select a **"Report Type"** from the drop-down.

Click **"Send"** when you are finished.

How to Navigate The Mentoring Connection

Logout

This function will log you out of The Mentoring Connection, bringing you back to the home page.



Click directly on **“Logout.”**